



# St. John's Episcopal Church

## DIRECTOR OF YOUTH & FAMILY MINISTRIES

Job Description | December 2023



### ABOUT OUR PARISH:

St. John's is a congregation of about 1,500 members worshipping in the third oldest Episcopal church in the state, within the Diocese of Florida. Our parish was founded as a mission church in 1829. St. John's current sanctuary, built in 1881, is listed on the National Register of Historic Places and stands in downtown Tallahassee, just a few blocks from Florida State University and the state Capitol. St. John's is an energetic, thriving church with growing membership. We value excellent liturgy for parishioners of all ages; we love music and make it part of weekly worship and fellowship programs; we are seriously committed to outreach; and we constantly work to invite, encourage, and welcome others to join us wherever they are on their spiritual journey.



### POSITION OVERVIEW:

Nearly 150 children in elementary school or younger and more than 100 youth in grades 6-12 call St. John's home. However, in recent years due to the pandemic and other transitions, many of these young people never quite got started in our children's and youth programs. Others were active in these ministries but haven't consistently returned to worship and fellowship events. We want to bring these young people and their families back to church as well as welcome new ones. Our Director for Youth and Family Ministries will be responsible for coordinating an effective, comprehensive ministry for children, youth, and their families. This will be most successful through shared ministry with a growing team of parent volunteers, collaboration with the clergy team and staff, and with guidance from the Rector.



We seek someone who can help us further develop our thriving community of love, support, and formation for our next generation. We seek an engaging individual to help create community—not do it all themselves—fostering shared leadership and reminding parishioners that part of our baptismal promise is to do all in our power to support today's young people in their life in Christ. This individual should understand that she or he will be an anchoring presence in the lives of those they serve—learning their names and their stories—not only loving the programs they oversee, but also the young people themselves.

## ESSENTIAL RESPONSIBILITIES OF THE JOB:

### YOUTH MINISTRY:

- Oversee the design and implementation of youth activities—small group gatherings, youth nights, and education programs—grounded in the love of Jesus Christ and consistent with the theology of the Episcopal Church.
- Encourage youth participation in worship, collaborating with acolyte and youth lector ministry leaders.
- Working with the Outreach Ministry, plan the annual mission trip and other seasonal projects to inspire a sense of service.
- Help volunteer leaders run the Youth Confirmation class.

### CHILDREN & FAMILIES:

- Oversee and help grow St. John's team of Sunday School teachers and weekly Children's Chapel volunteers.
- Collaborate with Sunday School and Music Ministry leaders on curriculum for children in PreK-5th grades.
- Provide guidance and direction for monthly Club 45 activities (4th & 5th grade) and seasonal intergenerational events.

### RELATIONSHIP BUILDING:

- Develop relationships with children and youth.
- Work closely with key youth and adult lay leaders to establish steering committee and/or youth commission for planning and implementation of ministry goals.
- Communicate and build relationships with St. John's young families and parents of youth.
- Recruit, train, and motivate volunteers, while making sure they are compliant with Diocesan policies.
- Foster prayer and spiritual growth among leaders and youth.

### ADMINISTRATION & COMMUNICATION:

- Manage ministry budgets, youth fundraising, and finances.
- Oversee ministry-specific web and social media platforms.
- Encourage participation in Diocesan youth activities. Attend staff meetings and other parish committee meetings.

## COMPETENCIES AND QUALIFICATIONS:

- Experience in ministry with young people
- A well-grounded and authentic Christian faith
- Outstanding leadership and relationship skills
- Knowledge of scripture and the Episcopal Church
- Bachelor's degree or equivalent
- Able to create strong teams and resolve conflict
- Able to build and maintain healthy working relationships
- An understanding of confidentiality and discretion
- Excellent knowledge of technology and social media



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*Candidates should send a cover letter and resume to:*  
Mark Ascani, St. John's Parish Administrator | [mark@saint-john.org](mailto:mark@saint-john.org)